

27 April 1954

MEMORANDUM FOR: Colonel White

SUBJECT : Report on Electric Typewriters

1. On 21 November 1953 in answer to a request from the Administrator, General Services Administration, we submitted a report on the use of electric typewriters and business machines, Tab C. On 5 March 1954 General Services Administration, in a letter to Mr. Dulles, Tab B, requested that the Agency review its electrical typewriters against the use standards prescribed in a regulation promulgated by General Services Administration, and to submit a report on electric typewriters not meeting the use standards. In addition, General Services Administration's letter requested justification and ~~and~~ additional information on the 77 electric typewriters reported as in stock.

STATINTL

2. [REDACTED] analyzed the Agency electric typewriters against the General Services Administration use standards. This analysis, Tab A, indicated 26 machines did not meet the use standards. Of these 26 machines, 9 can be justified because of special operations, 8 because of reassignment within the office to which issued now meet use standards, and 9 were found to be excess and returned to stock.

STATINTL

3. An analysis of electric typewriters in stock was made by [REDACTED] and the Logistics Office. This analysis indicated that because of lead time requirements and other pertinent factors that a minimum stock level of 94 electric typewriters was essential to efficient operation. The 77 electric typewriters previously reported was 17 below the minimum level so determined, and after the addition of the 9 machines returned to stock we are still 8 below the minimum level.

STATINTL

4. The attached letter, prepared by [REDACTED] and concurred in by the Chief of the Management Staff, appears to reply fully to the General Services Administration request. Signature is recommended.

STATINTL

